
HR PROJECT PORTFOLIO LANDSCAPE & PERFORMANCE RESULTS

WEEKLY PROJECT UPDATE

Week ending [03/08/2024](#)

Highlights of the Week

- UHR Website Redesign Subpages for this week:**
- Onboarding
 - PMO
 - UTS
 - Applicant Support
 - International Employment.
- Remote Work Module in PS**
- EAS opened the SPT test environment to assess and decide where to place a supervisor attestation link and remote worker reference manuals.
- Implementation of HR Data Governance Committee**
- HRIMA and OIT security team met to establish committee member training.
- HRNow Upgrade To Version Vancouver**
- Submitted Vancouver Business communication for approval
- Transition to the Empyrean Benefits Administration Platform - Phase 3**
- Continue to collaborate with Empyrean & System Office to address errors in PRD.
- Revised Salary Ranges for SHRA Career-Banded Positions**
- Finalized grade table updates in PeopleSoft for SHRA employee class
- HR Process and Credentialing Training**
- Continue to develop module content & JAR introductory modules
- 2024 HRDM Enhancements**
- Working on design specs with UNC SO Datamart Team & EAS.
- HRNow-OIM integration updates**
- Project Intake submitted
- Guest & Affiliate System**
- Project Intake submitted
- Implementation of Employee Relations Case Management in HRNow**
- POC for the ER form has started in sandbox Instance
- Analytics platform Proof of Concept (Power BI V. Tableau)**
- Continue to investigate employee demographics data source Tableau POC
 - Discussed flat file to SQL view for datasource conversion.
- WolfPack Performance Program**
- Final session to finalize updates on the PM Coordinator User Guide was completed with the project team
- PeopleSoft Image Upgrade to v47 and PeopleTools upgrade to v8.6**
- Updated project plan with the Quickbase Ticket items moving in with the image update (23 items across Benefits, HR Systems, Wolftime)
- PeopleSoft Fluid UI Implementation & enhancements to Onboarding New Hire Checklist**
- Development work continues
- EHRA / EPS Restructuring**
- Developing user stories is underway
- 2024 - 2025 Legislative Increase**
- Project Intake submitted
- Update Resource Materials and PRR - 300**
- Project Intake submitted
- Annual Enrollment / Aetna**
- Project Intake submitted
- Implementation of Personal Leave**

THIS WEEK'S	
New Project Submissions:	● Implementation of Personal Leave
Approved Projects*:	● None
Closed Projects:	●

SUMMARY

Projects in Progress: 24 **Projects In Progress: 24**

Projects on Hold: 4

Projects In Pipeline: 12

Projects Completed: 14

#/% Green	#/% Yellow	#/% Red
24(.100%)	0(.0%)	0 (.0%)

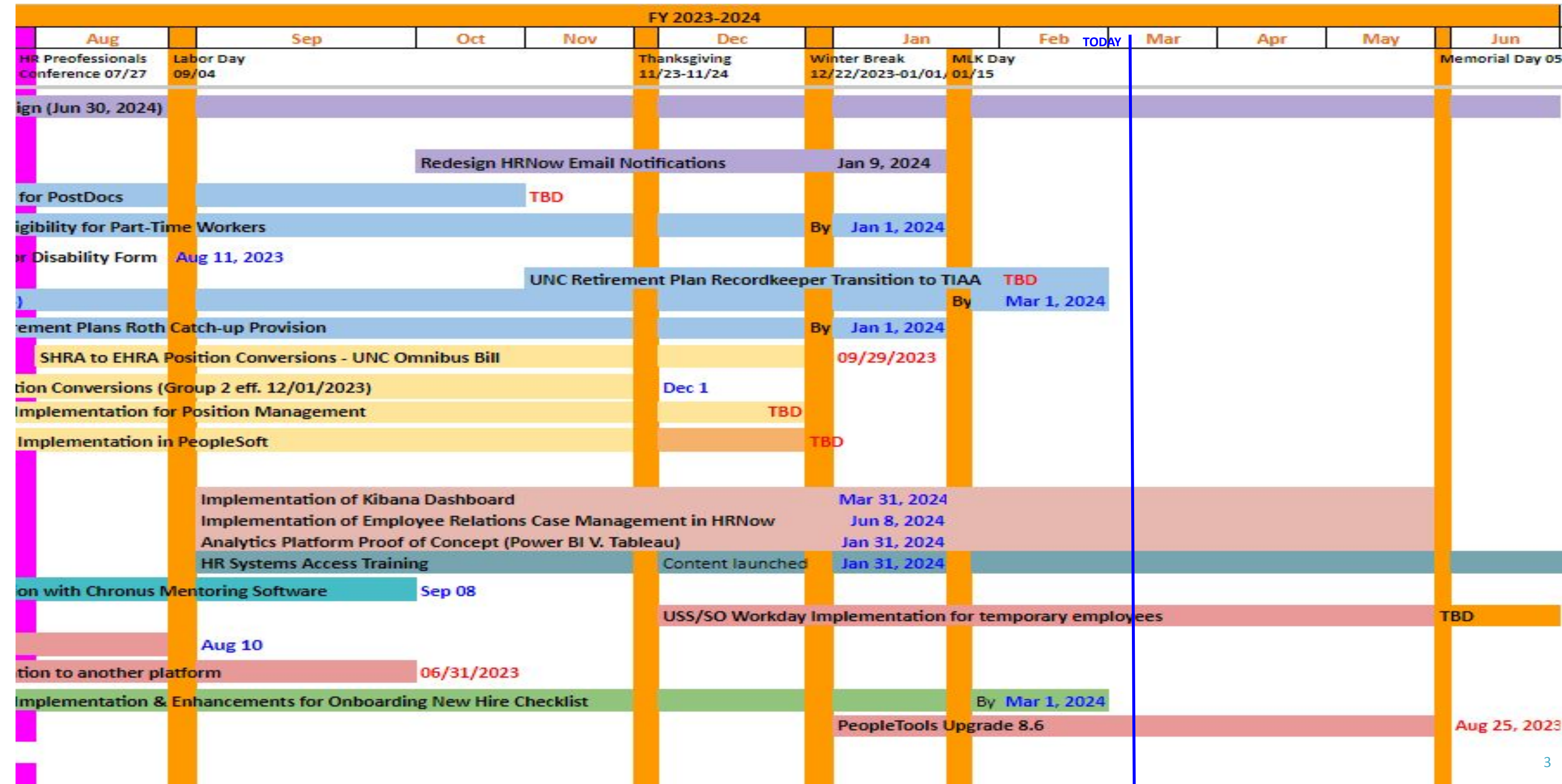
**Projects are considered as "Approved" after meeting the following criteria:*

- A Project Charter is approved by the sponsoring unit and has been presented to, reviewed, approved & prioritized by the HR-Project Selection Committee (HR-PSC).

Projects with an IT system change must also be reviewed, approved, & prioritized by the HR-System Steering Committee (HR-SSC).

HR PROJECT LANDSCAPE - ACTIVE & COMPLETED PROJECTS

Completed projects in green border



HR PROJECT LANDSCAPE - IN PROGRESS PROJECTS

#	PROJECT TITLE	SPONSORING UNIT	MANAGER	PROJECT PHASE	EST. END DATE
1	UHR Website Redesign	UHR Strategic Initiative	Joe Matise	Develop/Build	06/30/2024
2	Implementation of Remote Work Module in PeopleSoft	UHR Strategic Initiative	Vance Prince	Develop/Build	TBD
3	Implementation of HR Data & Technology Governance Committee	UHR Strategic Initiative	Joelle Banks	Develop/Build	06/28/2024
4	Transition to the Empyrean Benefits Administration Platform - Phase 3	UHR Benefits	Rashi Waghray	Transitioned to Operations	04/01/2024
5	UNC System Retirement Plan Recordkeeper Transition to a single Vendor (TIAA)	UHR Benefits	Rashi Waghray	Develop/Build	04/01/2024
6	SecureAct Update: Supplemental Retirement Plans Roth Catch-up Provision	UHR Benefits	Rashi Waghray	On hold	TBD
7	SecureACT Update: Expanding 401K eligibility for Part-Time Workers	UHR Benefits	Rashi Waghray	On hold	TBD
8	Paid Parental Leave implementation for Post Docs (PPL)	UHR Benefits	George Hibbler	On hold	TBD
9	SHRA to EHRA Conversion - Implementation of UNC Omnibus Conversion Bill	UHR Class. & Comp	Yasha Carter	On hold	TBD
10	Revised Salary Ranges for SHRA Career-Banded Positions	UHR Class. & Comp.	Yasha Carter	Develop/Build	04/08/2024
11	Position Management Migration to PeopleSoft HCM	UHR HRIMA	Yasha Carter	On hold	TBD
12	HR System Access Training	UHR HRIMA	Jan Brock	Develop/Build	06/30/2024
13	Implementation of Kibana Dashboards for Absence Management	UHR HRIMA	Chelsea Tominack	Develop/Build	06/10/2024
14	HRNow-OIM integration updates	UHR HRIMA	Indira Harikumar	Conceptualize	TBD
15	2024 HRDM Enhancements	UHR HRIMA	TBD	Conceptualize	TBD
16	Guest & Affiliate System	UHR HRIMA/Other Colleges/Division	TBD	Conceptualize	TBD
17	PeopleSoft Fluid UI Implementation for Onboarding New Hire Checklist	UHR Onboarding	Amy Grubbs	Requirements Definition	06/10/2024
18	WolfPack Performance Program	UHR Employee Relations	Vance Prince	Go Live readiness	07/21/2023
19	Implementation of Employee Relations Case Management in HRNow	UHR Employee Relations	Indira Harikumar	Requirements Definition	TBD
20	EHRA / EPS Restructuring	Regulatory Compliance	Yasha Carter / Lorrie Goldsmith	Conceptualize	12/2/2024
21	2024-2025 Legislative Increases	Regulatory Compliance		Conceptualize	09/30/2024
22	Update Resource Materials and PRR - 300 Policies	Regulatory Compliance	Ryan Bernarduci	Conceptualize	08/01/2024
23	Implementation of Personal Leave	Regulatory Compliance	Chelsea Tominack	Conceptualiz	02/28/2025

#	HR SYSTEM MAINTENANCE & UPGRADE PROJECT TITLE	SPONSORING UNIT	MANAGER	PROJECT PHASE	EST. END DATE
1	Kaba Upgrade - required for ongoing Oracle Support	OIT System Maintenance	Wade Davis	Initiation	TBD
2	HRNow upgrade to version Vancouver	OIT System Maintenance	Indira Harikumar	Develop/Build	03/20/2024
3	PeopleSoft Image Upgrade to v47 and PeopleTools upgrade to v8.6	OIT System Maintenance	Vance Prince	Initiation	06/08/2024
4	Analytics platform Proof of Concept (Power BI Vs. Tableau)	OIT System Maintenance	McKinney Austin / Andy Naylor	Develop/Build	10/31/2024

#	ANNUAL PROJECT TITLE	SPONSORING UNIT	MANAGER	PROJECT PHASE	EST. END DATE
1	Annual Enrollment / Aetna	Regulatory Compliance	Britt Moose	Conceptualize	12/20/2024

HR PROJECT LANDSCAPE (2-3) - PROJECTS IN THE PIPELINE

#	PROJECT TITLE	SPONSORING UNIT	MANAGER	PROJECT PHASE	EST. DUE DATE
1	Policy 400 changes	System Office	TBD	TBD	TBD
2	Planned Cycle of Review Pilot Program	UHR Class. & Comp.	Margaret Erickson	TBD	TBD
3	Professorship Field on Academic Rank Panel	UHR HRIMA	TBD	Conceptualization	01/01/2024
4	Additional Compensation Enhancements - Phase 2	UHR HRIMA/Classification & Compensation	George Hibbler	Conceptualization	TBD
5	Wolfpack Performance - Phase 2	UHR Strategic Project	TBD	Conceptualization	TBD
6	Work Number Integration	UHR HRIMA	TBD	Conceptualization	TBD
7	Update ESS to reflect employee state service time	UHR HRIMA	TBD	Conceptualization	TBD
8	Move JAR to Fluid Activity Guides	UHR HRIMA	TBD	Conceptualization	TBD
9	JAR - Add Hiring Proposal Functionality	UHR HRIMA	TBD	Conceptualization	TBD
10	WolfTime - Positive Pay / Positive Leave	UHR HRIMA/Wolftime/Payroll	TBD	Conceptualization	TBD
11	WolfTime - Date stop for automatic triggers	UHR HRIMA/Wolftime/Payroll	TBD	Conceptualization	TBD
12	Scheduling Software Implementation	Campus HR Leads - Campus Enterprises	TBD	TBD	TBD

HR PROJECT LANDSCAPE (3-3) - COMPLETED PROJECTS (Jul 1, 2023 - Jun 30, 2024)

[To Active Project List](#)



#	COMPLETED PROJECT TITLE	BUSINESS AREA	MANAGER	PROJECT PHASE	TIMELINE/GO LIVE
1	SHRA to EHRA Position Conversions (Audit, Business, Finance)	UHR Class. & Comp.	Rashi Waghray	CLOSE/COMPLETE	12/23/2023
2	Report2Web Replacement	OIT	Dan Griggs / Vance Prince	CLOSE/COMPLETE	02/26/2024
3	Redesign of HRNow Email Notifications	UHR Strategic Initiative	Indira Harikumar	CLOSE/COMPLETE	01/09/2024
4	PeopleSoft Fluid UI Implementation for Position Management	UHR Class. & Comp.	Yasha Carter	CLOSE/COMPLETE	
5	Implementation of Flexible Work in PeopleSoft	UHR Strategic Initiative	Vance Prince /EAS	CLOSE/COMPLETE	
6	USS/SO Workday Implementation Project	University Temporary Services	Ryan Bernarduci	CLOSE/COMPLETE	TBD
7	PeopleSoft Integration with Chronus Mentoring Software	Office of Faculty Excellence	George Hibbler	CLOSE/COMPLETE	08/01/2023
8	Archiving of Absence	OIT System Maintenance	Wade Davis	CLOSE/COMPLETE	10/02/2023
9	PeopleSoft Tax Updates A,B, and C	OIT System Maintenance	Wade Davis	CLOSE/COMPLETE	08/25/2023
10	Archiving of Time and Labor	OIT System Maintenance	Wade Davis	CLOSE/COMPLETE	08/25/2023
11	HRNow Full Launch readiness	UHR Strategic Initiative	David Perryman	CLOSE/COMPLETE	09/15/2023
12	Revise 503 Form (Voluntary Self-Identification for Disability)	UHR Benefits	Vance Prince	CLOSE/COMPLETE	07/01/2023
13	LEO Conversion to EHRA	UHR Class. & Comp.	Yasha Carter	CLOSE/COMPLETE	06/30/2023
14	Sign-on and Retention Bonuses 2023 (EHRA & SHRA)	UHR Strategic Initiative	Ryan Bernarduci	CLOSE/COMPLETE	06/30/2023

#	PROJECT TITLE	DMAIC PHASE	TEAM	WEEKLY UPDATE
1	Query Project	Improve	Ranada Hester, Andy Naylor, Vance Prince, Lori Taylor	Team members received Green Belt Certification in December. Team will not meet until they can pull data in the control phase which will be some time until they can pull the data to show there was an improvement. LSS Committee asked Andy, Vance, Lori and Ranada to present their project in a future HR staff meeting.
2	OffBoarding Leave Balances	Control	Amy Grubbs, Ursula Hairston, Tammie Maurice, Lori Taylor	Team met in January. Pulled updated report data. Will present in March HR staff meeting.
3	Employment Verifications via Work Number	Improve	Lori Taylor, Katie Warren, EAS, Graduate School	Team met with Office of General Counsel to include student employment data.
4	Wolftime Project	Improve	Chelsea Tominack, Lori Taylor, Ellen Coster, Katie Warren, Campus Partners from Facilities, DASA, CVM, Campus Enterprises, CALS, Textiles, Athletics, Payroll	Team met with Tim and senior leadership January 29th. Tim will meet with senior leadership and follow up with project team on next steps with the recommendations.
5	Monthly Salary Increase Report	Define	John Pommerich, Rhonda Raynor, Jenny St. Jean, Andy Riggs, George Hibbler and Kimbla Eaton	Finalized project focus for Green Belt. Project will be about the Monthly Salary Increase Report. Team met with LSS Committee to discuss project and will begin the Define phase.

IN PROGRESS PROJECTS - STATUS UPDATES

Project Title:	UHR Website Redesign	Project Sponsor	Ryan Bernarduci
Project Description:	The purpose of the redesign is to align UHRs website with the current university technology and branding standards, to help promote the university as a premiere destination for prospective employees, to better market UHR services to campus, and to fully integrate the HRNow Service Delivery platform. Partnering with University Communications will give UHR access to the latest WordPress NC State theme and content management system, as well as utilize UComms expertise in website layout and design.	Project Manager:	Joe Matisse
Project Assets:	Project Management Plan ; HR Central Website Information Architecture ; HR Website Redesign SME's ; Web Platform Training Session	QuickBase Tickets:	None

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Kick-off Meeting	1HR2/09/2022	Complete		
Document & review sitemap for migration	02/02/2023	Complete		
Identify voice of customer	2/28/2023	Complete		
Develop information architecture	04/10/2023	Complete		
Interview SMEs and create plan for landing pages	05/15/2023	Complete		
Complete development of Homepage & Top level pages	07/01/2023	Complete		
UHR completes subpages	08/21/2023-03/31/12024	<ul style="list-style-type: none"> Completed Executive Search Services (ESS) subpages Began Development of the LOD subpage Completed draft of L&OD Professional Development page. Waiting for feedback at this time. Began discussions with Onboarding regarding their webpage. (Onboarding will maintain the current format of their webpage. However, the theme will be updated with the new format. Began work on the "Contact Us" page and " Began work on the Staff Directory Completed the Professional Development page Working on the LOD and OIT on final touches to the Reporter Search Tool. Met with ER and HRIMA to discuss the FASAP page design. Meeting with FR to design their website 	<ul style="list-style-type: none"> Continue development of LOD subpage 	

Project Title:	Remote Work Module in PeopleSoft	Project Sponsor	Ryan Bernarduci
Project Description:	Design and implementation of functionality to manage and track remote work arrangements in PeopleSoft	Project Manager:	Vance Prince
Project Assets:	Project Plan in Monday.com , Project Documentation Space , Project Charter	QuickBase Ticket #s:	10527

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Charter sign off	09/16/2022			
Project Team Kickoff	09/29/2022			
Requirements and Design	03/07/2024	<input type="checkbox"/> EAS provided access to the SPT test environment to review and determine the best location to insert a link for supervisor attestation and reference guides associated with understanding remote worker arrangements.	<input type="checkbox"/> Continue responding to developer questions <input type="checkbox"/> Create a knowledge article supporting remote worker with reference links	None
Development complete	04/08/2024		<input type="checkbox"/> Testing to begin in April before starting testing image 47 updates.	
Central Office Testing	05/04/2024	<input type="checkbox"/> Scheduled weekly project status meetings	<input type="checkbox"/> Prepare test log <input type="checkbox"/> Update project plan	
Campus Testing (UAT)	05/24/2024			
Go-Live	06/08/2024			
Post-Production Support				
Project Close-out				

* denotes tentative date

UHR Strategic Project/ Implementation of HR Data Governance Committee

Project Title: Implementation of HR Data Governance Committee	UHR Executive Sponsor: Ryan Bernarduci	Project Owner: Ryan Bernarduci	Project Manager: Joelle Banks	Project Submission: 12/18/2023	Project Selection Review: NA	Project Approval: NA
Project Description: Implement a Data Governance Committee for the HR Data Domain. Define and Create a Framework around Data Governance for HR Data.					QuickBase Tickets: Not applicable	
Project Assets: Project Documentation Space , Project Charter						

SCHEDULE: GREEN

QUALITY: GREEN

RISK: GREEN

SCOPE: GREEN

OVERALL PROJECT STATUS: GREEN

Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Create a Charter	12/1/2023	<input type="checkbox"/> Edited and Updated to fit different standards <input type="checkbox"/> Revised the changes made to the charter <input type="checkbox"/> Approved of Charter	<input type="checkbox"/> Completed	
Create a Data Custodian Training Plan	12/8/2023 - 2/9/2024	<input type="checkbox"/> Met on updates to training plan made. <input type="checkbox"/> Changed the format of some of the slides. <input type="checkbox"/> Added in data regarding council structure to the training plan. <input type="checkbox"/> Working through the comments made in the presentation	<input type="checkbox"/> Add in data regarding systems structures to the training plan. <input type="checkbox"/> Apply discussed wording changes to slides.	
Create Data Management Framework/ Security Training	2/2/2024	<input type="checkbox"/> Completed Data Disposal Slides	<input type="checkbox"/> Completed	
Conduct first Committee meeting	Feb 22, 2024	<input type="checkbox"/> Conducted the first meeting of the committee with UHR team members (Data Managers)		
Identify regular cadence of Committee operations	Mar 8, 2024	<input type="checkbox"/> Introduce Joelle to the OIT security team to collaborate in creating a training path for committee members <input type="checkbox"/> Register for Data Classification class for understanding how data is put into classification groups at NCSU	<input type="checkbox"/> Reach out to OIT security for input on Data Custodian Training Plan	

* denotes tentative date

Project Title: HRNow Upgrade To Version Vancouver	UHR Executive Sponsor: <i>Ryan Bernarduci</i> OIT Sponsor - <i>Jennifer Dominick</i>	Project Owner: <i>OIT -Jennifer Dominick</i>	HR Project Manager: <i>Indira Harikumar</i>	Project Submission: 09 09/25/2023	Project Selection Review: Scheduled 10/16/20223	Project Approval: <i>NA Technical upgrade</i>
Project Description: This project is focused on upgrading the ServiceNow platform specifically for HR Service Delivery (HRSD) from the Tokyo version to the Vancouver version. The upgrade process will be carried out by the OIT platform team. Our primary objectives include ensuring the seamless transition of existing functionalities post-upgrade, conducting thorough User Acceptance Testing (UAT), providing training to agents on new features,					QuickBase Tickets: NA HRNow Story Number : EPIC0010134	
Project Assets: Project Shared Drive , Charter , Project Management Plan , Test Plan, Training Plan						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date <i>* tentative</i>	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Initiation	10/16/2023	<ul style="list-style-type: none"> Complete 		None
Project Kickoff	10/31 - 11/06	<ul style="list-style-type: none"> Complete 		
Requirements/Design Sign-off	11/13/2023 - 02/07/2024	<ul style="list-style-type: none"> Complete 		
Development/Unit Test Complete (DEV)	02/05/2024 - 03/05/2024	<ul style="list-style-type: none"> Complete 		
User Acceptance Test Sign-off (TST)	02/12- 02/19 02/26--03/02	<ul style="list-style-type: none"> Upgrade new features were highlighted to project team members and UHR for awareness and readiness to test both existing functionality and new features. Vancouver Business communication has been drafted and the approval process has been initiated. 	<ul style="list-style-type: none"> Vancouver UAT testing session begins on MAR 8th. Conduct and perform UAT Testing while concurrently addressing and fixing defects identified during UAT testing process. 	
Go-Live/Launch	03/20/2024			
Post Production Support	~2 weeks post go-live			
Project Close-out				

** denotes tentative date*

Project Title: Transition to the Empyrean Benefits administration platform - Phase 3	UHR Executive Sponsor: Margaret Erickson	Project Owner: Brit Hurst	Project Manager: Rashi Waghray	Project Submitted: 04/15/2023	Project Selection Review: NA/Mandated change	Project Approval: NA/Mandated change
Project Description: Through this project the following benefit plans will move to Empyrean: <ul style="list-style-type: none"> - Retirement plans (TSERS, ORP), Standard Disability, Lincoln Financial Disability, will move to Empyrean as of 9/1/2023, will transmit changes as of 1/1/2024. - Dental, Vision, TriCare, Accident, FSA plans will move to Empyrean for plan administration effective 1/1/2024, will transmit on AE files and changes files as of 1/1/2024. 						QuickBase Tickets: 4480, 4481, 4487 11122-ESS Information tile changes
Project Assets: Project Shared Drive , Project Management Plan , Project Charter, Test Plan						

Phase A: Transition of Retirement and Disability Plans

SCHEDULE: GREEN	QUALITY: YELLOW	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones for Retirement Disability plans	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Kick-off	05/24/2023	Complete		
Sign off on payroll BRD /Requirements	06/30/2023	Complete		
Identify Retirement vendor	08/25/2023	TIAA selected as ORP vendor		
Test the EDF file for Empyrean	09/15/2023	Testing complete		
Complete Retirement and Disability plan configuration in Empyrean	09/01/2023	Complete		
Update Onboarding documents & new hire checklist	09/01/2023	Complete		
Communication 1: HR exchange	09/22/2023	Communicated on Retirement changes as well as AE at HR Exchange		
Complete website updates	09/19/2023	Complete		
Begin weekly reporting for PRD	09/01/2023	Started weekly reporting		
Process PRD reports	01/12/2024	Complete		
Load Ret changes file in PRD	01/01/2024	Complete		
Post Production Monitoring for 2 months		<ul style="list-style-type: none"> Discussed file errors with the Empyrean and SO teams; Teams are focused on resolving all pending errors before March payroll 	<ul style="list-style-type: none"> Continue resolving PRD errors on Retirement and disability changes 	

Phase B: Transition of Dental, Vision, FSA, Tricare, Accident Plans

SCHEDULE: GREEN	QUALITY: YELLOW	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Kick-off	7/24/2023	Complete		
Sign off on payroll BRD /Requirements		<ul style="list-style-type: none"> Submitted the Business Requirements document to Empyrean 		
Sign off on EDF testing	09/01/2023	<ul style="list-style-type: none"> Testing completed 		
Sign off on Annual enrollment file testing	12/20/2023	<ul style="list-style-type: none"> Complete 		
Complete plan set up and changes in PRD	12/20/2023	<ul style="list-style-type: none"> Complete 		
Terminate plans and then process full production enrollment data (AE & dependent files) in PRE	12/20/2023 01/05/2023	<ul style="list-style-type: none"> Complete 		
Terminate plans in PRD and process full production enrollment data in PRD	01/01/2024 01/05/2024	<ul style="list-style-type: none"> Complete 		
Process change file in PRD	02/15/2024	<ul style="list-style-type: none"> Continue to monitor the changes files and resolve errors 	<ul style="list-style-type: none"> Test and process the plan changes for February 	
Post production monitoring for 2 months	03/31/2024	<ul style="list-style-type: none"> Worked with Empyrean and System Office to resolve PRD errors with enrollment of TriCare (3EEs) Continued discussion on errors in the daily EDF error report being sent to NCSU 	<ul style="list-style-type: none"> Continue to monitor the March changes file Decide how to resolve items showing up on the EDF error reports 	
Sign off on transition to Empyrean	April 30			
Project close out	TBD		<ul style="list-style-type: none"> Begin planning close out for April 	

* denotes tentative date

Classification & Compensation / Revised Salary Ranges for SHRA Career-Banded Positions

[To Active Project List](#)



Project Title: Revised Salary Ranges for SHRA Career-Banded Positions	UHR Executive Sponsor: Margaret Erickson	Project Owner: Margaret Erickson	Project Manager: Yasha Carter	Project Submitted: NA/Mandated change	Project Selection Review: NA/Mandated change	Project Approval: NA/Mandated change
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Project Description: Implementation of updated salary ranges and career banding reference rates for SHRA positions at NC State per UNC System Office mandate, approved for an effective date of April 08, 2024 at NC State University.	QuickBase Tickets: NA
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Project Assets: [Project Document Space](#), [Project Plan](#), Project [Charter](#)

SCHEDULE	QUALITY	RISK	SCOPE	OVERALL PROJECT STATUS
GREEN	GREEN	GREEN	GREEN ▪ No scope changes this week	GREEN

Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Kickoff	02/26/2024	<ul style="list-style-type: none"> Kick off team meeting with UHR HRIMA and Classification & Compensation unit leadership 		
Gathering Requirements	02/26/2024	<ul style="list-style-type: none"> PeopleAdmin and PeopleSoft requirement intake 		
PeopleAdmin Sandbox Classification Updates	03/04/2024 - 03/14/2024	<ul style="list-style-type: none"> Completed Powerschool case submission to update SHRA categories in the PeopleAdmin sandbox on 03/06 	<ul style="list-style-type: none"> Prepare controlled sample of the SHRA classifications for testing Schedule validation testing with HR Class & Comp 	
PeopleSoft PRE Grade Table Updates	03/04/2024 - 03/14/2024	<ul style="list-style-type: none"> Finalized grade table updates in PeopleSoft for SHRA employee class 	<ul style="list-style-type: none"> Prepare controlled sample of updated plans and grades for testing Submit complete list of updated plans and grades to EAS for bulk update in PRE 	
PeopleAdmin Sandbox Testing and Validation	03/04/2024 - 03/08/2024		<ul style="list-style-type: none"> Schedule CAT with UHR Classification & Compensation for updated SHRA classification titles 	
PeopleSoft PRE Testing and Validation	03/04/2024 - 03/14/2024			
PeopleAdmin Production Classification Updates	04/08/2024			
PeopleSoft PRD grade table updates effective 04/08	04/05/2024			
Go live	04/08/2024			
Monitoring & Closure	04/08/2024 - 05/01/2024			

Project Title: <i>UNC Retirement Plan Recordkeeper Transition to TIAA</i>	UHR Executive Sponsor: <i>Margaret Erickson</i>	Project Owner: <i>Britt Moose</i>	Project Manager: <i>Britt Moose/ Rashi Waghray</i>	Project Submission: Apr 2023	Project Selection Review: <i>Not Required-Mandated change</i>	Project Approval: <i>Not Required-Mandated change</i>
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Project Description: The UNC system is moving to a single retirement plan recordkeeper to create greater efficiencies and economies of scale. Through this project, TIAA was identified as the single recordkeeper and NC State will transition the following plans to TIAA:

- UNC Optional Retirement Program (ORP)
- UNC 403(b) Plan
- UNC 457(b) Plan
- UNC Senior Administrative Officer Retirement Program
- UNC Senior Athletic Employee Retirement Program

Project Assets: [Project Workspace](#), [Project Charter](#), [Project Management Plan](#) **QuickBase Tickets:**

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Employee Communication from System Office on RFP	Apr 2023	Complete		
Vendor decision by SO	Aug 2023	Complete - TIAA chosen <i>as</i> single ORP vendor		
Employee Communication from System Office on single retirement plan vendor	Oct 1, 2023	Complete		
Employee Communication from UHR Benefits to	Nov 7, 2023	Complete - provided resources via website		
Map funds to TIAA plans	Feb 23 2024	- Updated Split participants -	-	
Update remittances to TIAA for all employees	Feb 29, 2024	- Communication sent to employees via the Howl you know newsletter - Moved the contributions to TIAA		
Employee to be able to access account via TIAA website	Feb 29 2024	- TIAA set up employee accounts and sent communication to all employees	-	
Move account balances to TIAA	Apr 1, 2024			
All plans moved to TIAA as single vendor	TBD			

Project Title: HR Process and Credentialing Training		UHR Executive Sponsor: <i>Ryan Bernarduci</i>	Project Owner: <i>Jan Brock</i>	Project Manager: <i>Jan Brock</i>	Project Submission: <i>08/15/2023</i>	Project Selection Review: <i>9/18/23</i>	Project Approval: <i>9/25/23</i>
Project Description: Develop a self-paced training and assessment available through Reporter that covers proper HR system usage to be completed before system access is granted to perform functions in the system. Training modules include: PeopleSoft HR (Manage Job, Position, Perm JAR, Non-perm JAR, Perm JAR Final Approver Credentialing), WolfTime, PeopleAdmin, and Additional Compensation.						QuickBase Tickets: #4640	
Project Assets: Project Charter , Project Management Plan , Project Documentation Space							
SCHEDULE: GREEN		QUALITY: GREEN		RISK: GREEN		SCOPE: GREEN	
							OVERALL PROJECT STATUS: GREEN
Critical Path Milestones	Date <i>* tentative</i>	Progress This Past Week (March 11-15)			Focus Next Week (March 18-22)		Dependencies & Risks/Risk Level
Content development (non-DA)	9/01/2023 - 06/28/2024	<ul style="list-style-type: none"> Module work teams continued creating training scripts and developing assessment questions Submitted the Manage Job script to L&OD for review Received feedback from L&OD on the additional compensation script 			<ul style="list-style-type: none"> Continue creating training scripts and developing assessment questions Receive feedback from L&OD on Manage Job script 		
Training creation in Moodle (DA)	03/01/2024 - 04/26/2024	<ul style="list-style-type: none"> Complete development of JAR approval introductory and SHRA modules 			<ul style="list-style-type: none"> Begin development of PeopleAdmin HP module 		
Campus communication							
Project team review (DA)	03/18/2024 - 05/03/2024				<ul style="list-style-type: none"> Begin review of JAR approval introductory and SHRA video modules 		
Extended draft review (DA)	05/06/2024 - 05/24/2024						
Video clean up (DA)	05/27/2024 - 06/21/2024						
Go live/launch (DA)	07/01/2024						
Existing HR system user training completion	07/01/2024 - 09/30/2024						
Debrief Meetings with UHR SME units (DA)	07/15/2024 - 10/31/2024						
Post-production support	07/01/2024 - 11/30/2024						

Project Title: Implementation of Kibana Dashboards for Absence Management	UHR Executive Sponsor: Ryan Bernarduci	Project Owner: Ryan Bernarduci	Project Manager: Chelsea Tominack	Project Submission: Oct 31, 2023	Project Selection Review: Presented to PLT on Nov 20, 2023	Project Approval: Nov 20, 2023
Project Description: This project will implement dashboards for timekeepers and leave coordinators on the HR System Homepage in MyPack portal/PeopleSoft HR system to review and manage time and absence for their departments. The dashboards will be built using the Kibana Insights platform within PeopleSoft. The goal is to have these dashboards available to campus by first quarter of 2024.					QuickBase Tickets: QB 4605/11326: WolfTime Dashboards	
Project Assets: Project Documentation Space, Project Charter, Change Presentation						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Requirements for Phase 1	12/01/2023	Submitted Quickbase with a list of initial reports		
Develop Dashboards	Dec 2023 - Feb 2024	<ul style="list-style-type: none"> Reviewed the first draft of the dashboards with UHR team on 12/15 Initial feedback provided to developers 		
Test Dashboards - Central Office Testing	Mar 2024	<ul style="list-style-type: none"> No updates this week on testing as testing will be done with Image upgrade 		
Prepare training material for campus HR professionals	April 2024			
Schedule training and testing session	May 2024	<ul style="list-style-type: none"> Planning to do this as part of Image testing 		
Test Dashboards - Campus Testing	May 2024			
Go Live	Jun 2024	<ul style="list-style-type: none"> Will launch with Image upgrade v47 		
Project Close out	TBD			

Project Title: 2024 HRDM Enhancements	UHR Executive Sponsor: Ryan Bernarduci	Project Owner: Ryan Bernarduci	Project Manager: Christina Hibbs	Project Submission: Feb 21, 2024	Project Selection Review: Not applicable	Project Approval: Not applicable
Project Description: This project will deliver the annual integration changes between the Peoplesoft HCM and System Office HR Data Mart.					QuickBase Tickets:	
Project Assets: Project Document Space , Project Plan , Project Charter						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Kickoff		<ul style="list-style-type: none"> Project intake submitted Requirement documentation started 	<ul style="list-style-type: none"> Complete Project Charter Schedule weekly project meetings and group chat 	
Development complete	Feb 1 - Apr 1	<ul style="list-style-type: none"> Working with UNC SO DataMart team and NC State EAS to clarify design specs 		
Internal testing	Apr 1 - May 1			
Integration Testing (in QA)	May 5 - Jul 11			
Go Live	July 12, 2024			
Post-Production support	July and August payroll			
Project Close out	Aug 30, 2024			

Project Title: HRNow-OIM integration updates	UHR Executive Sponsor: Ryan Bernarduci	Project Owner: Ryan Bernarduci	Project Manager: Rashi Waghay	Project Submission: Feb 22, 2024	Project Selection Review: Not applicable	Project Approval: Not applicable
Project Description:					QuickBase Tickets:	
Project Assets: Project Document Space, Project Plan, Project Charter						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Kickoff	02/22/2024	<ul style="list-style-type: none"> Project intake submitted 	<ul style="list-style-type: none"> 	
Development complete				
Internal testing				
Integration Testing (in QA)				
Go Live				
Post-Production support				
Project Close out				

Project Title: Guest & Affiliate System	UHR Executive Sponsor: Ryan Bernarduci	Project Owner: Ryan Bernarduci	Project Manager: Ryan Bernarduci	Project Submission:	Project Selection Review:	Project Approval:
Project Description:					QuickBase Tickets:	
Project Assets: Project Document Space , Project Plan , Project Charter						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Kickoff		Project intake submitted		
Go live				
Post-Production Support				
Project Close out	TBD			

Project Title: Implementation of Employee Relations Case Management in HRNow	UHR Executive Sponsor: Ryan Bernarduci	Project Owner: Ryan Bernarduci	Project Manager: Indira Harikumar	Project Submission:	Project Selection Review: NA-Mandated Change	Project Approval: NA-Mandated Change
Project Description: <i>The objective is to streamline and enhance our employee relations processes by leveraging the advanced capabilities offered by ServiceNow. Onboarding the employee relations module on HRNow.</i>					QuickBase Tickets:	
Project Assets: Project Documentation Space, Project Charter, Change Presentation						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Initiation & Approval	12/18/2023	<ul style="list-style-type: none"> Continued requirements definition with the ER team Continued Project Charter development Submitted a developer resource request to UHR leadership for review 	<ul style="list-style-type: none"> Continue charter development 	
Requirements Definition	01/05/2024 - 01/15/2024 02/05 - 02/09 03/04 - 03/08	<ul style="list-style-type: none"> Identified ER record producers/case forms <ul style="list-style-type: none"> Report Misconduct Employee Relations Consultation/Inquiry Form This project is in the initiation phase, and we are currently analyzing the requirements for the implementation of Employee Relations Case Management in HRNow Based on the initial requirement gathering. Mapping the choice option with servicenow and isight exercise has began POC for the ER form has started in sandbox Instance 	<ul style="list-style-type: none"> ER team to complete <ul style="list-style-type: none"> Identification of ER Assignment groups Requirements for Report Misconduct case form Requirements for ER inquiry case form Develop the Project charter. Review ER webpage to identify content and forms moving into HRNow Work on POC to demo for the ER team 	
Design and Development	05/03/2024			
Central Office Training & Testing	05/31/2024			
User Acceptance Training & Testing	05/31/2024			
Go live readiness	06/25/2024			
Go Live <i>* denotes tentative date</i>	07/01/2024 Tentative			
Post implementation monitoring				

Project Title: Analytics platform Proof of Concept (Power BI V. Tableau)	UHR Executive Sponsor: Ryan Bernarduci	Project Owner: Ryan Bernarduci	Project Manager: McKinney Austin	Project Submission:	Project Selection Review: NA-Mandated Change	Project Approval: NA-Mandated Change
Project Description: Evaluate two leading analytics platforms, Power BI and Tableau, for data reporting and analytics at the university/enterprise level. The project will involve the coordinated parallel proofs of concept for the two platforms, including standing up and deploying a server environment; vetting features and capabilities for administration, management, governance, and security; and development and publication of dashboards and reports common to both platforms to assess features, capabilities, and workflows against developer requirements.					QuickBase Tickets: NA	
Project Assets: Project Documentation Space , Project Charter						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Kickoff	11/06/2023	Completed		
Developer Documentation	11/22/2023	Completed		
Tableau Licensing	11/27/2023	Completed		
Identification of data sources and requirements	11/27/2023	Completed		
Dashboard Development	11/27/2023 - TBD	<ul style="list-style-type: none"> Worked on validating the Employee demographics datasource for the tableau POC Met with EAS, Discussed flat file to SQL view datasource conversion. 	<ul style="list-style-type: none"> Continue to validate the Employee demographics datasource for the tableau POC Develop and Document Tableau Dashboard Apply Template to visualization 	PBI Server Standup by OIT Tableau Onboarding
Documentation Review	Mar 4, 2024			
Final Decision	May 2024			

* denotes tentative date

Project Title:	WolfPack Performance Program	Project Sponsor	Ursula Hairston
Project Description:	Implementation of an electronic Performance Management Tool in PeopleSoft	Project Manager:	Vance Prince
Project Assets:	Project Plan in Monday.com , Project Documentation Space , Project Charter , test log	QuickBase Tickets:	QB 4234/7973: WPP QB 4403: DEI section QB 4396/10968: Flip rating T to L QB 4381/10968: View documents error message QB 11225 (Kibana Dashboards) QB 11244 and 11245(Custom notifications) QB 11279 (Delivered notifications)

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Start Date	End Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Requirements	12/02/2020	02/28/2021	Completed		
Design	03/01/2021	04/30/2021	Completed		
Development	05/01/2021	06/20/2021	Completed		
SHRA User Acceptance Test	04/12/2022	05/05/2022	Completed		
EHRA Dev. & SIT (Sprints)	06/21/2021	08/26/2022	Completed		
EHRA Campus UAT	08/29/2022	09/26/2022	Completed		
SHRA Pilot	06/20/2022	05/31/2023	Completed		
SHRA Go-Live	04/01/ 2023		Completed		
EHRA Pilot	10/04/2022	06/30/2023	Completed		
EHRA Go Live	07/27/2023		Completed		
Implement redesigned Email Notifications	12/18/2023		<input checked="" type="checkbox"/> Completed		
Publish Kibana Dashboard	03/05/2024		<input type="checkbox"/> The SHRA group builder document has been moved from TST to the PRE test environment for final approval from the ER. <input type="checkbox"/> Final session to finalize updates on the PM Coordinator User Guide was completed with the project team	<input type="checkbox"/> PM Coordinator User Guide training is scheduled by ER starting on 3/12/24	
Project Closeout	3/8/2024		<input type="checkbox"/> Project retrospective this afternoon	<input type="checkbox"/> Complete Close out report	

UHR Strategic Project/ PeopleSoft Image Upgrade to v47 and PeopleTools upgrade to v8.6

Project Title: PeopleSoft Image Upgrade to v47 and PeopleTools upgrade to v8.6	UHR Executive Sponsor: <i>Ryan Bernarduci</i>	Project Owner: <i>Wade Davis</i>	Project Manager: <i>Vance Prince</i>	Project Submission: <i>Wade Davis</i>	Project Selection Review: <i>NA - Annual Project</i>	Project Approval: <i>Ryan Bernarduci</i>
Project Description: <i>This PS image update will include three releases, 45-47 and a v8.6 tools update. Some of the Wofltime manager, timekeeper, and leave coordinator tiles will transition back to activity menu items on the left-hand side. Also Fluid Onboarding will be included in this release update</i>					QuickBase Tickets:	
Project Assets: Project Work Space Project Charter, Project Management Plan, Test Plan, Training Plan						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN No scope changes this week	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Development	Jan 7, 2024	<ul style="list-style-type: none"> The PRE test environment was refreshed on 12/19/23 EAS begin their development testing in their test environment using the updated PS v47 		
System Testing	Feb 22, 2024	<ul style="list-style-type: none"> EAS is working on the NC State customizations and maintenance preparations for Central Office testing in early April UHR met individual with Class & Comp, HRIMA, & WolfTime groups to review their test suite and go over the regression testing plan required with an image update. 	<ul style="list-style-type: none"> UHR will continue meeting individual with remaining UHR, Payroll, and Financial groups to review their test suite and go over the regression testing plan required with an image update.. Schedule group meetings with all central office partners to review their weekly status on their test items 	
Central Office Testing	April 8, 2024	<ul style="list-style-type: none"> <input type="checkbox"/> Updated project plan with the Quickbase Ticket items moving in with the image update (23 items across Benefits, HR Systems, Wofltime) <input type="checkbox"/> Payroll planning meeting to determine payroll periods scheduled for 03/11/24 	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule weekly project status meetings <input type="checkbox"/> Prepare test log <input type="checkbox"/> Update project plan <input type="checkbox"/> Schedule follow-up meeting with HRIMA & Budget/Distribution 	
Campus Testing and Training	May 5, 2024			
Launch Readiness	May 23, 2024			
Launch	Scheduled Go-Live 06/08/2024			
Monitoring				
Project Close out activities				

* denotes tentative date

Project Title: PeopleSoft Fluid UI Implementation & enhancements to Onboarding New Hire Checklist	UHR Executive Sponsor: Ursula Hairston	Project Owner: Wade Davis/Amy Grubbs	Project Manager: Amy Grubbs	Project Submission: 03/28/2023	Project Selection Review: 06/19/2023	Project Approval: 06/19/2023
Project Description: New NC State employees use a PeopleSoft new hire checklist currently available in the “classic” mode/user interface. As PeopleSoft will be removing support on the Classic mode by Spring 2024, the new hire checklist will be converted from the current “Classic” mode to a fluid application.					QuickBase Tickets: 5361	
Project Assets: Project Shared Drive Project Management Plan, Test Plan, Training Plan , Project Charter , user stories						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Conceptualization/Initiation	2/8/24	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> Waiting to hear back from EAS on next steps with going live with the image updates. 	(Ashley Bing and Emily Harrell-Hilburn have modified the user stories to include action needed if the checklist doesn't get moved to fluid. Approved by Project Leadership Team June 2023.
Project Kick-off	TBD			
Requirements	2/15/24	Confirmed with EAS that this checklist updates will be on the same schedule as the image upgrade with testing in April/May and going live June 6/7. EAS has the requirements gathering document and will follow up with me if they have any questions.		will be pushed through on the same schedule as the image update.
Design, Development & Unit Testing	03/07/24	Per EAS: The developer is still working on the code. We hope to see it ourselves by next week and can then plan to demo it more for y'all.	Hope to see a demo of the checklist next week.	
System Integration Testing	TBD			
Readiness Review	TBD			
Go Live/Launch	TBD			
Post production monitoring	2 weeks after go live			

Project Title: EHRA / EPS Restructuring	UHR Executive Sponsor:	Project Owner:	Project Manager: Jenny St. Jean / Lorrie Goldsmith	Project Submission:	Project Selection Review:	Project Approval:
Project Description:					QuickBase Tickets:	
Project Assets: Project Shared Drive Project Management Plan, Test Plan, Training Plan , Project Charter						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Conceptualization/Initiation		<ul style="list-style-type: none"> Project Intake submitted 		
Project Kick-off				
Requirements		<ul style="list-style-type: none"> Began creation of user stories for implementation of Personal leave 	<ul style="list-style-type: none"> Begin creation of user stories for implementation of EPS classification 	
Design, Development & Unit Testing				
System Integration Testing				
Readiness Review				
Go Live/Launch				
Post production monitoring				
Project Close-out				

Project Title: 2024 - 2025 Legislative Increase	UHR Executive Sponsor:	Project Owner:	Project Manager:	Project Submission:	Project Selection Review:	Project Approval:
Project Description:					QuickBase Tickets:	
Project Assets: Project Shared Drive Project Management Plan, Test Plan, Training Plan , Project Charter						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Conceptualization/Initiation		<ul style="list-style-type: none"> Project Intake submitted 		
Project Kick-off				
Requirements				
Design, Development & Unit Testing				
System Integration Testing				
Readiness Review				
Go Live/Launch				
Post production monitoring				
Project Close-out				

Project Title: Update Resource Materials and PRR - 300	UHR Executive Sponsor:	Project Owner:	Project Manager:	Project Submission:	Project Selection Review:	Project Approval:
Project Description:					QuickBase Tickets:	
Project Assets: Project Shared Drive Project Management Plan, Test Plan, Training Plan , Project Charter						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Conceptualization/Initiation		<ul style="list-style-type: none"> Project Intake submitted 		
Project Kick-off				
Requirements				
Design, Development & Unit Testing				
System Integration Testing				
Readiness Review				
Go Live/Launch				
Post production monitoring				
Project Close-out				

Project Title: Annual Enrollment / Aetna	UHR Executive Sponsor:	Project Owner:	Project Manager: Britt Moose	Project Submission:	Project Selection Review:	Project Approval:
Project Description:					QuickBase Tickets:	
Project Assets: Project Shared Drive Project Management Plan, Test Plan, Training Plan , Project Charter						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Conceptualization/Initiation		<ul style="list-style-type: none"> Project Intake submitted 		
Project Kick-off				
Requirements				
Design, Development & Unit Testing				
System Integration Testing				
Readiness Review				
Go Live/Launch				
Post production monitoring				
Project Close-out				

Project Title: Implementation of Personal Leave	UHR Executive Sponsor:	Project Owner:	Project Manager: Chelsea Tominack	Project Submission:	Project Selection Review:	Project Approval:
Project Description:					QuickBase Tickets:	
Project Assets: Project Shared Drive Project Management Plan, Test Plan, Training Plan , Project Charter						

SCHEDULE: GREEN	QUALITY: GREEN	RISK: GREEN	SCOPE: GREEN	OVERALL PROJECT STATUS: GREEN
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Critical Path Milestones	Date	Progress This Past Week	Focus Next Week	Dependencies & Risks/Risk Level
Project Conceptualization/Initiation		<ul style="list-style-type: none"> Project Intake submitted 		
Project Kick-off				
Requirements				
Design, Development & Unit Testing				
System Integration Testing				
Readiness Review				
Go Live/Launch				
Post production monitoring				
Project Close-out				

Project Title: Description	Date	Weekly update	Overall Status
KABA Upgrade - required for ongoing Oracle Support	KABA Test updates - Mar_2024 Target go-live date - TBD	<ul style="list-style-type: none"> • EAS is reevaluating which part of the KABA wall clock upgrade they will install before image 47 with the delays from the KABA group • Com_Tech is still working on completing test portal setup to access the KABA test environment so we can begin testing next week, Mar 7. 	GREEN